

CATHEDRAL CITY RECYCLING RESOURCE GUIDE

*A guide for Cathedral City businesses to
Reduce, Reuse and Recycle from the City of Cathedral City
and the Organic Valley Project*

*Based on a Publication by the Alameda County Waste Management
Authority & Source Reduction and Recycling Board*

It pays to reduce waste

*Kaiser Distribution Center in Livermore
reduced its disposal costs from \$4,932 to
\$1,226 per month in less than three years
through an extensive waste reduction,
recycling and employee education program.*

Smart businesses of the new millennium are realizing the benefits of recycling and reducing waste. This resource guide Introduces Cathedral City businesses to the benefits of establishing waste reduction and recycling programs. These programs have been proven cost-effective and essential components of long-term profitability—and they enhance a company's image as well.

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Whether your company wants to start a new program, expand an existing one, or find answers to your recycling questions, Cathedral City is here to help. We are working with The Organic Valley Project; a local non-profit committed to ensuring that Cathedral City meets its recycling goals.

Cathedral City provides support and assistance in the areas of corporate waste management, recycled-product market development, technical assistance and public education. Through these efforts we aim to decrease the quantity of materials going into landfills and to increase the demand for products made from recycled materials.

For further information on this program, please call Deanna Pressgrove, City of Cathedral City, at 760-770-0369. To request assistance via e-mail contact Deanna at DeannaCP@ci.cathedral-city.ca.

Reducing waste makes plain business sense

You know the formula for a successful business: maximize income, minimize costs. Join leading businesses that accomplish both by following the Reduce-Reuse-Recycle techniques in this guide. Landfill disposal costs continue to increase. **Local governments are mandated by the state to reduce landfill waste disposal by 50% by the end of this year.** All of us will be affected by this mandate through higher garbage disposal costs. Recycling and waste reduction can keep these costs under control and you can help. Recycling makes good sense because:

- \$ You can avoid the high costs of waste disposal
- \$ Net-operating costs can be reduced
- \$ You can add a new source of income to your business by selling recycled materials
- \$ Your company can save money on the purchase of new Materials
- \$ It is essential for your company's long-term profitability
- \$ Customers, employees and the community take special notice of environment-friendly business practices

Best of all, a recycling and waste reduction program doesn't cost much. Your company can save money on purchasing and disposal costs and help maximize its profit potential.

Be a part of the solution. Whether simply in cost savings, or in new revenues generated, recycling makes good sense!

Customers care According to a recent Gallop poll, 78 percent of Americans consider themselves environmentalists; people notice environment-friendly business practices.

We're here to help!

If you need assistance establishing a recycling and waste reduction program, call us. The Organic Valley Project is committed to helping local businesses recycle, reduce waste and buy products made of recycled materials.

This resource guide will help your company develop a successful recycling and waste reduction program. The last two sections contain step-by-step techniques to help you design a successful program specifically for your business. In addition, we can provide:

- Individual business consultations and on-site assistance
- Referrals to recycling service providers
- Business waste reduction guides and fact sheets
- Listings of vendors selling recycled-content products
- Current market information
- Workshops and training seminars
- Presentations at conferences or business meetings
- Building industry publications and demonstration projects

The Three R's: Reduce, Reuse, Recycle

Reducing, reusing and recycling are the basis of a comprehensive waste reduction program. By preventing waste before it occurs, and by reducing waste through reuse and recycling, your business will avoid disposal costs and save money.

How much do we waste? In the United States we throw out 180 million tons of garbage each year, enough to bury 27,000 football fields in a layer of garbage ten feet deep.

Reduce and Reuse

Preventing waste is the easiest, most effective way to reduce your disposal costs. Often all you need to do to get started is to establish a few simple policies, then communicate those policies to employees.

Waste Reduction Tips

Preventing waste simply means stopping waste before it starts. There are many simple strategies that have a tremendous payback. Think about putting some of these to work in your company:

Make double-sided copies. Be sure employees know how to make them on your copiers.

Require contractors to submit double-sided bid documents.

Where practical, work with your suppliers, vendors and business partners to reduce disposable packaging.

Replace disposable products. Use coffee mugs, cutlery and crockery in place of paper and plastic items. Wherever you can, substitute reusable products for single-use products such as paper towels.

Use rechargeable batteries.

Use rechargeable toner cartridges in your printers. It's easy and cost-effective to return used cartridges.

Consider replacing your fax machine with a plain paper model—traditional thermal fax paper is not readily recyclable.

Reuse single-sided paper. Have it made into note pads or use it for copy drafts.

Reuse manila envelopes to route internal mail. Reuse file folders, envelopes and boxes.

Excess packaging costs money, so work with suppliers and your customers to use minimal, reusable or returnable packaging.

Reuse packaging containers, polystyrene packaging “peanuts” and bags.

Centralize your file cabinets. Instead of having many duplicate paper files throughout your organization, store them in one place.

Reduce the number of telephone and other directories distributed.

Donate obsolete equipment and furniture to charitable organizations instead of throwing them away.

Salvage building materials for re-use.

Get off unwanted mailing lists. Write to the Direct Marketing Association, Mail Preference Service, P.O. Box 9008, Farmingdale, NY 11735-9008. They'll delete your name from the mailing lists you specify.

To cut down on subscriptions and multiple copies, get one subscription and circulate the magazine or newspaper to various departments. Route or post memos, too.

Move toward a "paperless office" by using technology: Store computer documents on diskette instead of making paper copies. Use voice mail or electronic mail instead of paper memos. Use fax/modems to fax and receive documents by computer. Use optical scanners and computers for file storage.

While you are discovering ways to prevent waste, don't forget to also recycle...

Your business uses materials everyday that are easily recyclable. Instead of throwing them away join hundreds of smart businesses that recycle paper, plastics, packaging, glass, metals and wood. Recycling offers a money-saving alternative to waste disposal.

Also, consumer polls and surveys show customers and employees appreciate a commitment to environmentally sound business practices. You can attract new customers while supporting your community.

Recycling Tips

First, identify the recyclable materials that are going into your trash. Waste Inventory Worksheet #2 (Appendix B) of this guide will help.

Then find a recycling service provider to collect your recyclables. Call Organic Valley Project to receive a list.

Next, set up convenient collection sites to gather materials for easy recycling:

- Have containers for used paper at every workstation.
- Place high-volume containers for paper near printers, copiers, in mail rooms and print shops.
- Put separate bins for newspapers, glass, magazines, cardboard and cans in kitchen areas, lunchrooms or other central locations.
- Place containers for recyclable materials in shops, plants, factories, packaging departments, warehouses and other areas of operation.

Finally, be creative! Many employees want to help. Start a contest and challenge employees to identify practical and creative recycling or reuse projects. Reward good ideas, and put them into practice. Or join forces with a neighboring business to consolidate recyclable materials. You'll strengthen your community—and your bottom line. Attached you will find a guide to setting up your recycling program.

By recycling cardboard and paper, a Bay Area Hilton Hotel cut its garbage bill by a third—from \$289,000 in 1988 to \$198,000 in 1991—

Close the Loop!

Buy Recycled and Recyclable Products

The recycling loop consists of collecting, processing and reusing recyclable materials. You can close the loop by buying new products made from recycled materials. Recycled products are not a different kind of product, they've just been made a different way. Nowadays, the quality of most products made from recycled materials equals the quality of "virgin" materials. For example, recycled-content paper products are available in a wide-range of attractive styles, colors and grades and most is virtually indistinguishable from virgin paper. Or, when remodeling or building a new building, you can use building materials made with recycled content. Often, there's no difference in quality or price.

Post-consumer products are made from materials people once used and recycled. Pre-consumer materials contain by-products from an in-house manufacturing process that are commonly reused in that process (such as mill trimmings from paper cutting). Many items specify the quantity of pre- or post-consumer material they contain—look for the "recycling" symbol or read the label to be sure.

We can all make recycling work even better by buying products that contain a high percentage of "post-consumer" recycled content. When we buy products made from post-consumer materials, we directly increase the demand for recycled-content products. By buying recycled, we will strengthen the market for products that contain recycled materials, and eventually lower prices—which helps your business. By creating a market for recyclable materials, you help ensure that recyclables will stay out of landfills. You also contribute to the rise of new businesses that are using recyclables in innovative ways. Your business can play a vital role in these new enterprises by committing to a purchasing policy that supports the use of recyclable materials.

There are literally thousands of products made from recycled materials. Look at the products you're using in your business and replace them with recycled-content products wherever possible. Ask your vendors to supply your company with recycled-content materials. Call the Organic Valley Project and we'll find suppliers of the materials you're interested in buying.

Here are some examples of recycled-content products that you may be able to use in your business:

- Stationary, letterhead, copy and fax paper
- Notepads, legal pads, telephone message pads
- Computer paper
- Calendars
- Binders and file folders
- Envelopes, index cards and labels
- Carbonless paper
- Self-stick notes
- Padded mailing bags
- Tissue paper, toilet paper and toilet seat covers
- Refillable laser printer and copier toner cartridges,
- Paper napkins, plates, bowls and serving trays paper and plastic bags
- Cardboard boxes
- Greeting cards
- Cash register tape
- Report covers and binders
- Letter trays
- Plastic garbage liner bags
- Carpet made of spun plastic from beverage bottles
- Plastic lumber for tables, signs, benches and car stops
- Fiberboard insulation, carpet board, noise control board
- Cellulose insulation made from newspaper
- Fiberboard sheathing
- Fiberglass insulation made from recycled glass
- Building panels, shower dividers, toilet partitions,
- urinal screens and vanities
- Compost made of plant trimmings, wood waste
- Plastic compost bins, raised flower beds, planter pots
- Fencing and decking made of plastic lumber
- Crushed rock
- Beauty bark made of local wood by-products
- Rubber hoses made from tires

Launch your program

Setting up a recycling program at your workplace is easier than you may think. Following is a step-by-step guide to help you design a program specifically for your business. Your business can implement a cost-effective program that will save money and positively impact your bottom line. You can start your program by recycling only a few materials that are commonly used in your business. If you already have a recycling program, you will find ways to improve your program in this section.

Choose a coordinator

Who's the best candidate in your business? You will need someone who is enthusiastic about recycling issues and can communicate well with co-workers, janitorial staff and management. Recruit that motivated individual to coordinate your recycling program. The coordinator will be responsible for:

- Evaluating which materials you can reduce and recycle
- “Selling” the program to upper management
- Organizing the program
- Coordinating with recyclers and other company departments
- Contacting suppliers and staying current with recycled product prices
- Teaching employees how to recycle
- Ensuring that recyclables are ready for pick-up
- Telling everyone in the business about program goals and successes

If your business has several departments, you may want to create a recycling team to work with the coordinator. The team should include representatives of each department or division including maintenance, purchasing, personnel, food service and customer service. Each team member should have an interest in recycling, good communication skills and the authority to devote work time to the program. A sample job description for the coordinator is in Appendix F.

Gain management support

Management support is critical to the success of your program. In gaining support, it's important to communicate effectively, to show how a recycling program can impact the company's bottom line and to help all employees understand the benefits of the three R's. Management support can include:

- Implementing company-wide recycling policies
- Setting examples for all employees by recycling and buying recycled
- Allocating resources (personnel and money)
- Assisting with on-going employee communication about the programs success
- Being visible at a kick-off event or other company-wide activities

Now it's time to get started on your recycling program.

Find the dollars in your dumpster

Take a look at what your business throws away, what is recycled and how much your business pays for garbage collection. This process is called a “waste inventory” and is a critical step for your program. A waste inventory will address:

- The amount of waste your business generates
- Where, how and why waste is generated
- The types of materials that are thrown away
- How discarded materials are collected and disposed
- How much collection and disposal costs
- How much of the waste can be reduced and/or recycled

The waste inventory can be completed by answering the following questions and using the simple worksheets in the Appendix. Additionally, many businesses have saved money by simply making sure that containers are full when they are collected, by decreasing collection services during slow business cycles and by avoiding the service charges listed in Appendix E

1. How much does your waste disposal cost?

Disposal costs are based on the volume and weight of waste your business generates.

To determine these costs you need to know:

- Number of waste containers your business uses
- Sizes and types of containers
- Number of times each container is emptied or collected each month
- How full the containers are when they are collected
- Cost each time a container is emptied

Use waste Inventory Worksheet #1 Appendix A to help you determine how much waste your business generates. If your garbage containers are unlocked, make sure the waste is actually coming from your business. If your containers are shared with other businesses, janitorial staff or waste haulers may be able to estimate the average weight and cost of the waste generated by your business.

Review garbage bills to calculate your annual disposal costs. You may also be able to get this information from your garbage hauler, building manager, property management company or janitorial staff. Be sure to include any special charges that your hauler may impose. See Appendix E for a list of these charges. If your company is in a multi-tenant building, disposal costs may be included in your lease. The building manager may be able to detail your garbage costs and janitorial staff may help estimate your garbage volume. You may also want to work with the building manager on a waste reduction and recycling program that can reduce costs for your business as well as for other tenants.

2. What's in your garbage?

Now that you know the amount of waste your business throws away, you will need to determine the types of materials and the percentage of waste each material comprises. Walking through your business will help you identify materials that can be reduced,

A. Container Type(s)

List the types of containers your business uses for garbage disposal. Some examples are: plastic garbage bags, dumpsters, compactors, debris boxes.

B. Size of Containers

List the size(s) (in gallons or cubic yards) of the containers used during each pick-up period.

C. Number of Containers

Write down the number of containers used during each pick-up period.

D. Total Waste Disposal Capacity

Multiply the total of line B by the total of line C to determine how much waste capacity is available each pick-up.

E. Average Container Fullness

Estimate the percentage of average fullness of the containers just prior to pick-up.

F. Collection Frequency

How many times per week are your containers emptied?

G. Monthly Waste Generated

Multiply line D by Line E then by Line F. Multiply by 4.33 weeks to estimate the volume of waste generated each month.

Plan to walk through on several different days and estimate the percentage of each type of material in the garbage (e.g., 10% white paper, 15% copper wire, 20% wood, 5% food waste). Visit every part of your business and every department where waste is generated and where materials are stored. Find out where and why waste is being generated. Record what you see on Waste Inventory Worksheet #2 (Appendix B).

3. Where are the waste reduction opportunities?

Now that you know which materials are thrown away, the relative volume of those materials and how much it costs to dispose of them, you need to decide whether to reduce, reuse or recycle those materials. Focus first on the materials that make up the largest parts of your waste. For each material think about whether you will:

Reduce it

Reuse it. Or, donate it. Or, purchase it in a more durable form

Purchase it made of recycled materials

Recycle it

Continue to dispose it until there is a better option

MATERIAL

Cardboard

Newspaper

High-Grade Paper

Mixed Paper

PETE Bottles

HDPE Containers

Film Plastics

Polystyrene (foam, block)

Polyurethane (e.g., foam padding, carpet padding)

Visual

Estimate (%)

Reduce (%)

Reuse (%)

Recycle (%)

Purchase w/Recycled Content (%)

Dispose (%)

Areas to look at include:

Purchasing: Are you overloaded with disposable merchandise? Try purchasing durable or reusable merchandise that is made from recycled materials instead of costly disposables.

Manufacturing: What happens to trimmings or unavoidable overruns from your manufacturing processes? You can make it a priority to return these materials to the production process whenever possible.

Packaging: Try to use just the amount of packaging you need—don't overpackage items. Recycle or reuse boxes, packaging peanuts and bags.

Food Service: Use refillable containers for condiments instead of individual packets. Serve beverages from dispensers rather than individual bottles or containers. Purchase washable and usable aprons, gloves, linens and rags.

Call us if you need help deciding on the best ways to reduce, reuse or recycle any materials that your business currently throws away.

4. What are the most cost-effective waste reduction options?

You now have all the information you need to assess the costs and benefits and to select the most cost-effective method to reduce, reuse or recycle materials throughout your company. Focus first on the materials that make up the largest part of your waste. Be sure to include start-up costs and projections for cost-savings. Use the Cost/Benefit Worksheet (Appendix C) to help.

Plan your program

Once you've gathered the information you need, it's time to design a program that works for your business. Some specifics to consider:

Talk with suppliers about your commitment to reduce and reuse.

Be sure to ask them:

- Can they deliver products in less packaging?
- Will they take back old packaging for reuse so your business does
- not have to dispose of them?
- What products do they offer that are made from recycled materials?

Contact neighboring businesses and find out:

- Are they already recycling?
- What suggestions do they have based on their experiences?
- Can you consolidate your efforts and reduce collection costs?
- If you recycle small amounts, can your business join their program to reduce cost and effort?
-

Make recycling convenient

Look at the general layout of your business. What's the best way to collect and store materials? Recycling containers should be handy and clearly marked for employees to use. Place bins at workstations and in central locations such as lunch areas, mail or photocopy rooms. Where can materials be stored for pick-up by your recycling vendor? Check with your janitorial staff or recycling contractor and ask for ideas.

Develop simple ways to keep employees informed and involved—make it easy and convenient for everyone to participate. Start simply. Collect just a few recyclable materials at first. As employees make recycling a habit, new materials can be phased in. For businesses with large quantities of recyclable materials, consider establishing a mini-program to work out any kinks before expanding the program company-wide.

Choose a recycling vendor

Recycling vendors offer different services and collect a variety of recyclable materials. Decide which materials your company will recycle and check with several vendors about their services and business practices. You may also want to ask for references. Find out about all of your options—for example, sorting materials in different ways can change the costs and benefits of your program. Be sure to ask:

- What materials do they collect?
- How should recyclables be sorted?
- Will they pick up from multiple locations?
- Is there a minimum amount required for collection?
- Are pickups regularly scheduled or on an on-call basis?
- Do they charge to pick up materials, accept at no charge or pay your company for materials?
- What are their payment terms?
- Do they already pick up recyclables from neighboring businesses?
- Will they provide containers for your recyclables and at what cost?
- Can they help select and place recycling containers?
- How frequently will they pick up your recyclables?
- Do they provide confidential document destruction services?
- Can they provide your business with solid data on how much material your business is recycling?
- What suggestions do they have for your particular business?
- Do they require (or does your company want) a contract for services?
- Do they have educational materials for your employees?

Call us for a listing of recycling vendors in your area.

Kick-off your program

Employee participation is critical to the success of your program. If you want strong employee participation, you'll need the support of upper management to make your recycling and waste reduction program successful. If employees see their boss reducing, reusing and recycling, they're more likely to join in. You'll also need to educate employees about the program and make it easy for everyone to participate.

To help ensure employee participation, you can post or electronically circulate an announcement highlighting that the new program has full management support and is a priority for the business. Mention:

- The commitment of the business to reducing waste, recycling and buying recycled
- The new procedures being adopted.
- The recycling coordinator's name and number.
- That innovative ideas and solutions from employees are welcome

Hold training sessions at staff meetings. Someone should be prepared to answer questions, provide encouragement and discuss the benefits of your company's recycling program. Provide literature explaining the benefits of recycling. Your recycling vendor may be able to supply educational materials.

Some businesses have hosted a special event or party to kick-off their program.

To publicize your program consider making special recycling posters, buttons or banners—made from recycled materials, of course. Be creative!

A sample kick-off memo can be found in (Appendix G).

Once your program is launched, continue to encourage input and ideas from staff and management. The next section will help keep your program going and growing!

Track Your Success

It's important to monitor and evaluate the program to ensure its viability and success. To demonstrate that the "three R's" are cost-effective you should track any income generated by the program as well as the company's savings in disposal costs.

You may also want to demonstrate how recycled materials purchased by your company have reduced the need for virgin materials or even how the program has saved purchasing or handling costs.

Monitor the types and prices of recycled products used by your company to make sure you're getting the best deal. Prices for products such as recycled paper can vary considerably throughout the year and from one grade to another.

Keep employees informed and involved

Provide regular updates to employees and management about the program. Everyone likes to hear a good word. Employees need to know that their commitment helps achieve the program's goals. Positive communication and employee recognition is critical to the long-term success of the program.

Write an article for your company newsletter, put up flyers or send e-mail updates.

Post announcements from management to let everyone know of changes in the program. Emphasize the program's success. For example: "Our recycling program is so successful that soon we'll have to increase the number of recycling containers. We'll also need fewer garbage dumpsters (or less frequent collection)."

Consider giving awards to employees who have shown creativity, initiative or innovative strategies for waste reduction and recycling.

Encourage each work area to designate a "recycling team leader" to monitor efforts, train new employees and encourage others to use the program.

Get recognition for your efforts

When your business joins the hundreds of California businesses already recycling, say so! Publicize your efforts. Only by getting the message to employees, management and the public can you reap the many possible benefits. When you make the commitment to recycling, reducing waste and buying recycled products, you're helping to reduce waste and improve the environment—and the public, including your customers, will appreciate that.

Tips on getting the word out:

Have “Printed on Recycled Paper” printed on your company letterhead and materials such as bill inserts, annual reports or brochures.

Post signs in public areas of your company that state “We Recycle.”

Let the public know about your commitment. Send news releases about your efforts to local papers, trade and environmental publications. Print the story in your in-house newsletter.

Help other businesses set up their own programs. Speak about your program at business meetings and seminars. Can you provide advice and ideas to others that are starting a program? Let us know, and we'll pair you with businesses that can learn from you.

Sponsor a local clean-up day or take part in community recycling activities or events. Let the community know your business cares!

Let us know how you're doing

Remember that we are here to help you and your business. We want to know about your company's successes recycling, reducing waste and buying recycled products. We also want to know if you need assistance to make your program maximize its potential. We can help by providing:

- Grants and loans
- Individual business consultations
- On-site assistance
- Referrals to recycling service providers
- Business waste reduction guides and fact sheets
- Listings of vendors selling recycled-content products
- Current market information
- Workshops & training seminars
- Presentations at conferences or business meetings
- Building industry publications and demonstration projects

We're in this together, so if you have any questions, need assistance with your recycling or waste reduction program, want copies of our other business publications or would like to tell us your success story, please call us at 760-275-0394 or email us at comgard@prodigy.net

Good luck recycling, reducing waste and buying recycled.

We hope to hear from you soon!

Appendix A

Waste Inventory Worksheet #1

This worksheet will help you determine how much waste your business currently generates.

A. Container Type(s)

List the types of containers your business uses for garbage disposal. Some examples are: plastic garbage bags, dumpsters, compactors, debris boxes.

B. Size of Containers

List the size(s) (in gallons or cubic yards) of the containers used during each pick-up period.

C. Number of Containers

Write down the number of containers used during each pick-up period.

D. Total Waste Disposal Capacity

Multiply the total of line B by the total of line C to determine how much waste capacity is available each pick-up.

E. Average Container Fullness

Estimate the percentage of average fullness of the containers just prior to pick-up.

F. Collection Frequency

How many times per week are your containers emptied?

G. Monthly Waste Generated

Multiply line D by Line E then by Line F. Multiply by 4.33 weeks to estimate the volume of waste generated each month.

Appendix B

Waste Inventory Worksheet #2

This worksheet will help you identify the materials that your business currently throws away and what percentage could be reused, reduced, recycled or purchased with recycled content.

Walk through each department of your business. Estimate the types and percentages that are disposed of and record this information below. You may want to make copies of this worksheet and use one copy for each department.

Appendix C

Cost/ Benefit Worksheet

Use this work sheet to determine your company's savings.

A. CURRENT DISPOSAL COSTS

- Annual disposal costs \$ _____
 - Equipment costs \$ _____
 - Labor (janitorial) (1) \$ _____
- Total disposal costs (A) \$ _____

B. ESTIMATED PROGRAM STARTUP COSTS

- Estimated capital costs for collection and storage containers and processing equipment if required \$ _____
 - Labor (extra janitorial or collection personnel costs, if any) _____
 - Leased space (if required for storage) \$ _____
 - Program administration, promotion and education \$ _____
 - Equipment installation (one time) \$ _____
 - Transportation (self-haul only) \$ _____
 - Other \$ _____
- Total program startup costs (B) \$ _____

C. SAVINGS OR REVENUES (resulting from program implementation)

- Decrease in material supply costs (2) \$ _____
 - Decrease in disposal costs \$ _____
 - Revenue from recyclables/other materials \$ _____
 - Other \$ _____
- Total program savings (C) \$ _____

NET PROGRAM COSTS

Net annual costs = A + B – C \$ _____

Payback period (in years) = A + B / C _____

1) Only the percentage of your janitorial costs for waste removal should be included here. 2) Includes the savings realized through internal material reuse, decreased use of supplies (e.g., less copy paper through double-sided copying), increased product durability, or other waste prevention programs.

Source: Adapted from the Illinois Dept. of Energy and Natural Resource guide, *Office and Commercial Waste Reduction* and the City of San Francisco

Appendix E

Garbage Bill Service Charges

Your garbage collector may add special charges to their regular pick-up fees. You need to be aware of these charges in order to assess cost savings from your reduce-reuse-recycle program. These charges can include:

Access/distance Extra fee to go inside a building or to travel excessive distance from truck to container

Bin/container repair Charge for any bin/container repair work necessary beyond normal wear and tear

Demurrage Charge for containers left with customer on a permanent basis

Flasher Charge for a flashing light attached to containers placed in roadway

Hasp/lock/key Charge for security items

Multiple containers Fee to offset frequent collection of small containers

Placement Charge for initial placement of a container

Relocation Charge for relocating container after initial placement

Return check Charge assessed to checks that are returned

Special pick-up Charge for additional or non-scheduled service

Steam clean Charge for cleaning container that may be dirty beyond normal use

Weight Charge for heavy (wet) garbage if the average container weight exceeds a maximum amount

Appendix F

Recycling Coordinator Job Description

General Description: **A motivated individual to develop and manage our in-house recycling and waste reduction program.**

Excellent communication skills and enthusiasm about recycling a must.

Ability to lead a team and to work with people throughout the company.

The coordinator will be responsible for:

- Performing an analysis of company-wide waste reduction and recycling opportunities

- Designing and implementing an in-house Reduce, Reuse and Recycle program

- Meeting with department managers to develop company-wide recycled product purchasing policies

- Training department managers and staff on the new program

- Researching and coordinating with local recyclers

- Contacting suppliers for prices

- Soliciting innovative suggestions from staff

- Coordinating in-house awards and incentives for employees who demonstrate creative ideas, initiative and enthusiasm for the program

- Applying for and researching loans and/or grants available for the company's program

- Monitoring and publicizing program results

- Keeping management and employees informed of the progress of the program

Appendix G

Sample Kick-off Announcement

To: All Employees
From: [Name], CEO
Date: [Insert Date]
Re: New Recycling Program

[Company Name] will begin an in-house recycling program to reclaim and recycle [materials to be recycled]. Everyone's participation in the program is vital to its success.

Involvement in this program will require only minor changes in your daily habits. Work station containers for [materials to be recycled] will be located at strategic locations throughout the company. When these containers are full, designated staff will empty the contents into the central containers located [central bin location].

Please attend a fifteen-minute orientation session to learn more about how the program works. The orientation is scheduled for [date and time]. Your participation will make a difference! For every [materials to be recycled] you recycle, you will:

- Protect the environment;
- Save natural resources;
- Conserve landfill space; and
- Reaffirm our company's support for environmental programs.

If you know of any contributions that can be made to the success of this program (such as potential waste reduction areas to be targeted, recycled products available to your particular branch, etc.), please contact the Recycling Program Coordinator, [coordinator], at [number].

Thank you for your support and enthusiasm, and remember "Recycle, Reuse, and Buy Recycled"!

Appendix I

Glossary

Close the loop: Buying products that are made with recycled materials.

Compost: The product resulting from decomposition of organic wastes such as vegetable, yard and wood wastes.

Post-consumer content: The portion of a product that is made from materials that were previously recycled by business or consumers.

Pre-consumer content: The portion of a product that is made from scraps leftover from a manufacturing process.

Recycle: The process of collecting, sorting, cleansing, treating and reconstituting materials.

Recycled content: The portion of a product that is made, at least in part, from other products that have been recycled.

Recycling vendor: A company that specializes in collecting recyclable materials and selling these materials for reuse or re-manufacturing.

Reduce: To decrease the amount of waste generated.

Reuse: To use something over again in its current form.

Virgin paper: Paper made entirely from new wood or other non-recycled materials.

Waste inventory: A tool to learn how much and what types of waste are generated.

Waste prevention: Eliminating or reducing the amount of materials headed for a landfill.